

~~SECRET (When Filled In)~~

POTENTIAL STANDBY RESERVISTS (FORMER EMPLOYEES)

(Last Name) (First) (MI) (DOB) (EOD) (DOS)

(Grade/Office/Job Title) (Reason for Leaving)

(Show new job if evident)

Address: _____
Husband's Name: _____
Remarks: _____

(Last Name) (First) (MI) (DOB) (EOD) (DOS)

(Grade/Office/Job Title) (Reason for Leaving)

(Show new job if evident)

Address: _____
Husband's Name: _____
Remarks: _____

(Last Name) (First) (MI) (DOB) (EOD) (DOS)

(Grade/Office/Job Title) (Reason for Leaving)

(Show new job if evident)

Address: _____
Husband's Name: _____
Remarks: _____

~~SECRET (When Filled In)~~

25X1A9A

NAME		DOB		SAMPLE		SECRET	
		1926				(When Filled In)	
JOB TITLE		GRADE		OFFICE			
Admin Officer		12		DCI			
SERVICE	EOD	COB	DATE OF CLEARANCE				
	13 April 1953	18 February 62	12 December 1962				
REASON FOR SEPARATION							
Family responsibility							
<div style="text-align: right;"><u>ATTACHMENT 2</u></div> <div style="text-align: right;">(Use reverse for remarks.)</div>							
				CONTACT LTR MAILED			
				3 July 1963			
				POSITION HELD			
				Mechanic			
FORM 9-62 1701		OBSOLETE PREVIOUS EDITION.		STANDBY RESERVE		<div style="border: 1px solid black; padding: 2px;">GROUP 1 Excluded from automatic downgrading and declassification</div>	
				(4)		SECRET	

25X1A9A

1st contact ltr forwarded 8 Jul and returned 25 Jul 63
with remarks: "I would be most willing to return to the
Agency should a need arise."

CENTRAL INTELLIGENCE AGENCY
WASHINGTON 25, D.C.

6 August 1963

STATINTL



Dear

We would like to include your name in a register of selected former employees of the Agency who might be available to return to the organization in the event of future urgent need or emergency. Recording your name in this register does not obligate you to perform service but does reflect your willingness to be considered as possibly available should the occasion arise. You may wish to indicate your availability in somewhat more positive terms. If so, please use the section below, "Remarks" for this purpose.

In order to keep our records up to date, we will get in touch with you from time to time to confirm information concerning your location, employment, and status.

If you would like to be included in this group, please complete the items listed below and return this letter to us. A stamped envelope is enclosed.

Sincerely,

E. D. Echols
Director of Personnel

My current address is: _____

My current employment affiliation is: _____

My current military reserve affiliation is: Service
Unit
Location

Remarks _____

Signature _____

S-E-C-R-E-T

CIVILIAN STANDBY RESERVE PROGRAM
OFFICIAL AGENCY FILE INFORMATION SHEET

DATE: _____

1. NAME: _____
(Last) (First) (Middle)
2. The above named individual is a member of the CIA Civilian Standby Reserve.
3. If this individual is reemployed by the Agency in any manner, the Mobilization and Reserve Branch, Office of Personnel should be notified at once.

25X1

ATTACHMENT 4

CENTRAL INTELLIGENCE AGENCY
WASHINGTON 25, D.C.

STATINTL

6 August 1963



A year or more has now passed since we wrote to you about including your name in a register of selected former employees of this Agency who might be considered available to return to work in the event of future urgent need.

The purpose of this letter is to confirm our information concerning your continuing availability, your home address, business affiliation, and current status.

Would you therefore be kind enough to complete the items listed below where changes have occurred and return this letter to us in the enclosed stamped envelope.

Sincerely,

E. D. Echols
Director of Personnel

☐ I am still available

☐ I am no longer available

My current address is: _____

My current employment affiliation is: _____

My current military reserve affiliation is: Service
Unit
Location

Remarks: _____

Signature _____

STATINTL

SEE INSTRUCTIONS
ON REVERSE SIDE.

POSTAGE SLIP

ATTACHMENT 6

THE ATTACHED OFFICIAL MATERIAL REQUIRES POSTAGE FOR THE FOLLOWING PURPOSE:			
<input type="checkbox"/> AIR MAIL	<input type="checkbox"/> SPECIAL DELIVERY	<input type="checkbox"/> FIRST CLASS	<input type="checkbox"/> REGISTERED
<input type="checkbox"/> PARCEL POST	<input checked="" type="checkbox"/> OTHER (EXPLAIN FULLY)	<input checked="" type="checkbox"/> REGISTERED (RETURN RECEIPT REQUESTED)	
		Postage enclosed envelopes also.	
ADDRESSEE		FOR USE BY CENTRAL MAIL ONLY	
See attached		WEIGHT	
ADDRESS			
SENDER		POSTAGE AFFIXED	
OFFICE			
Office of Personnel			
DATE	TELEPHONE EXT.		
14 August 1963			

FORM NO. 239 Replaces Form 35-11
1 APR 56 which may be used.

16-63060-2

INSTRUCTIONS

This form must be completed and clipped to each official letter or package requiring special postage or handling. This slip, properly executed, is authority for Central Mail to affix special postage to that particular letter or package. Indicate the type of mailing service desired and fill in pertinent spaces except the box marked "For Use by Central Mail Only."

REMARKS: (FOR CENTRAL MAIL ONLY)



STATINTL

MEMORANDUM FOR: Postmaster, _____

SUBJECT: Correction of Mailing List - Official Records

REFERENCE: Sections 123.5 and 123.54 of the Postal Manual

In accordance with the referenced sections of the Postal Manual, your assistance is requested in providing any change of address information available to you concerning the addressee noted below. Data which you may be able to provide will be used to correct the official records of this agency.

Name of Addressee _____

Last known address
on record _____

New address, if
applicable _____

Additional information:

Your assistance in this matter is appreciated.



STATINTL